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<b>Bulletin Number</b>	1164BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Auditor-Controller
<b>Position Title</b>	ACCOUNTANT-AUDITOR
<b>Rebulletin Information</b>	<b>THIS ANNOUNCEMENT IS A REBULLETIN TO REOPEN THE FILING PERIOD AND UPDATE APPLICATION AND FILING INFORMATION.</b>
<b>Exam Number</b>	S0675A
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	12/17/2012
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	4281.64
<b>Salary Maximum</b>	5038.92
<b>Benefits Information</b>	<b>Non-Represented Employees</b> • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
<b>General Information</b>	College Recruitment
<b>Position/Program Information</b>	<p>Assists in conducting management, performance, financial, and compliance audits and other studies of County departments and contract providers.</p> <p>Positions allocable to this class are located in the Department of Auditor-Controller. Under close supervision of higher level auditors, positions assist in conducting management, performance, financial, and compliance audits as well as assist in conducting special studies of County departments that may include audits of private sector firms that provide goods and services under contract with the County.</p>
<b>Essential Job Functions</b>	<p>Assists in conducting management, performance, financial, and compliance audits of County departments.</p> <p>Assists in the performance of preliminary evaluations of County operations in preparation for audits.</p> <p>Assists in conducting cost surveys, revenue analyses, investigations, and other financial studies.</p> <p>Assists in conducting audits of various components of information technology systems in County departments.</p> <p>Assists in the programming and testing of accounting controls to be integrated into County information technology systems.</p> <p>Assists in the review of proposed contracts to ensure appropriate accounting and fiscal requirements and program outcomes are incorporated in accordance with the funding sources and County's policies.</p> <p>Assists in conducting monitoring reviews of County contractors' compliance with their County contract, including reviewing contract and funding source requirements, developing the monitoring process and instruments, completing the monitoring instruments, interviewing program participants, discussing the monitoring results with contractors and County staff, and preparing the detailed report.</p>

	<p>Prepares schedules and work papers including appropriate written documentation for audit work performed, and participates in discussions of audit results with departmental personnel.</p> <p>Assists in auditing the financial records and operations of private sector entities providing goods and services under contract with the County.</p>
<b>Requirements</b>	<b>MINIMUM REQUIREMENTS:</b> A Bachelor's degree from an accredited* college or university with 21 semester units or 32 quarter units of accounting courses, including a course in auditing.
<b>Physical Class</b>	<b>Physical Class II – Light:</b> Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
<b>License(s) Required</b>	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
<b>Desirable Qualifications</b>	<ul style="list-style-type: none"> <li>• Ability to interface with the public and staff on all levels;</li> <li>• Strong communication skills;</li> <li>• Strong analytical and problem solving skills;</li> <li>• Strong time management and organizational skills;</li> <li>• Demonstrated experience working independently and in a team environment;</li> <li>• Computer proficiency; experience with Microsoft Word for Windows and Excel.</li> </ul>
<b>Special Requirement Information</b>	<p>In order for us to verify any college degree noted or the completion of a certificate program, and the required number of units, <b>you must include a photocopy of your diploma or certificate AND official college transcripts, with your application.</b></p> <p><b>WITHHOLD INFORMATION:</b> Applicants who will be receiving their Bachelor's degree within six (6) months from the date of filing may compete for this examination. However, they will be placed on "withhold" status pending the completion of the educational requirements.</p>
<b>Accreditation Information</b>	<p><b>Accreditation:</b> *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).</p>
<b>Examination Content</b>	<p>This examination will consist of an interview weighted 100%. The interview will assess knowledge, education, oral communication skills, experience, personal fitness, and general ability to perform the duties of the position. All candidates will be required to provide positive identification before being admitted to the interview. This includes a valid driver license or another form of valid identification which clearly shows your photograph and signature.</p> <p>Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.</p>

**Special Information**

**BACKGROUND CHECKS:** Successful applicants will be required to complete a thorough background investigation, including a Live Scan fingerprint search prior to appointment. Examples of disqualifying factors are any felony convictions or misdemeanor convictions involving moral turpitude and any job-related misdemeanor convictions.

**Vacancy Information**

The resulting eligible register for this examination will be used to fill vacancies in the Department of Auditor-Controller.

**Eligibility Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of six (6) months following the date of promulgation.

**No person may compete for this examination more than once every six (6) months.**

**Available Shift**

Day

**Job Opportunity Information**

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense (s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

**Veterans Preference Credit:** Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

**Application and Filing Information****ONLINE FILING ONLY**

You MUST complete the filing process ONLINE (via electronic submission).

**APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.**

**Instructions for Filing:** All applicants are required to submit a Standard County of Los Angeles Employment Application for this examination. Fill out your application and Job Specific Questionnaire (if any) completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. Resumes cannot be accepted in lieu of applications, although resumes may be uploaded as attachments. Applications must be completed online and submitted electronically beginning **Monday, December 17, 2012**. Applications electronically received after 5:00 p.m. (PST) on the last date of filing will not be accepted.

**Note:** Applicants must either upload required documents e.g. copy of diploma or certificate and official college transcripts, as attachments or fax to (213) 947-4848 within five (5) business days of filing your application online. Please include your name, exam title, and exam number on all faxed documents. Applicants who upload or fax required documents after five (5) business days from the date of filing their application online will be rejected and will not be able to compete in this examination process.

ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION.

**Computer and internet access at libraries:**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**No sharing User ID and Password:** All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

The acceptance of your application depends on whether you have **CLEARLY** shown that you meet the **MINIMUM REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the employment process.

Due to the high volume of applications anticipated for this examination, **we may close this examination at anytime without prior notice. Applicants are encouraged to submit their application as soon as possible.**

**County of Los Angeles Information**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

<b>Department Contact Name</b>	Daniel Ramirez
<b>Department Contact Phone</b>	(213) 974-1278
<b>Department Contact Email</b>	dramirez@auditor.lacounty.gov
<b>ADA Coordinator Phone</b>	(213) 974-8513
<b>Teletype Phone</b>	(213) 974-0911
<b>California Relay Services Phone</b>	NONE
<b>Alternate TTY Phone</b>	NONE
<b>Job Field</b>	General Government Services/Other
<b>Job Type</b>	Professional

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